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Conference Registrar  
Continuing and Professional Education  
702 University City Boulevard  
Virginia Tech, Mail Code 0272  
Blacksburg, VA 24061

## Announcing Short Courses for Water and Wastewater Treatment Plant Operators

[www.cpe.vt.edu/wwwplant/](http://www.cpe.vt.edu/wwwplant/)

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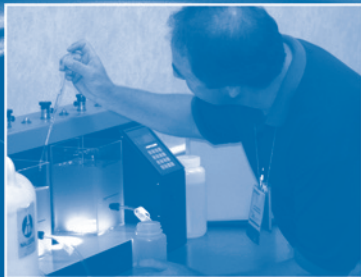
## Water Treatment Plant Operators Short Courses

**July 31–August 5, 2011**

## Wastewater Treatment Plant Operators Short Courses

**August 7-12, 2011**

### The Inn at Virginia Tech and Skelton Conference Center



### Sponsored by



Department of Civil and Environmental Engineering  
Continuing and Professional Education  
Virginia Department of Health  
Virginia Department of Environmental Quality  
Virginia Section, American Water Works Association  
Virginia Water Environment Association

The *Water Treatment Plant Operators Short Courses* are scheduled for July 31–August 5 and the *Wastewater Treatment Plant Operators Short Courses* are scheduled for August 7-12 at The Inn at Virginia Tech and Skelton Conference Center in Blacksburg, Virginia.

The Inn at Virginia Tech and Skelton Conference Center combines refined surroundings and state-of-the-art technology. The facility is located on campus, on 25 lush acres and includes a world-class hotel with elegant guest rooms and suites.

To guarantee enrollment in either of the courses and a guest room at the Inn at Virginia Tech and Skelton Conference Center, ***you must register by July 2***. If more operators register in the program than the Inn at Virginia Tech and Skelton Conference Center can accommodate, alternative arrangements may be made for operators to stay at nearby hotels. Reservations at the host hotel will be made on a first come, first serve basis.

**Registrations faxed or postmarked after July 2 will incur an additional \$100 late fee. There is no guarantee of enrollment in the course and late registrations will be handled on an individual basis. We cannot accept telephone reservations.** You may register on-line at [www.cpe.vt.edu/wwwplant/](http://www.cpe.vt.edu/wwwplant/) or by faxing or mailing the attached registration form. Participants may check into their guest rooms at The Inn at Virginia Tech and Skelton Conference Center after 4:00pm on Sunday, July 31 for the Water Treatment Short Courses, or Sunday, August 7 for the Wastewater Treatment Short Courses.

For those staying at The Inn at Virginia Tech and Skelton Conference Center or alternate hotel, the registration fee includes:

- A Modified Meeting Package
  - double or single occupancy lodging for 5 nights (Sunday through Thursday) at The Inn at Virginia Tech and Skelton Conference Center or alternate hotel
  - 4 luncheons (Monday through Thursday)
  - daily refreshment breaks
- Wednesday night “Pizza Party”
- Instructional materials
- Classes at The Inn at Virginia Tech and Skelton Conference Center

For those commuting, the registration fee includes:

- Monday through Thursday’s luncheons
- Daily refreshment breaks
- Wednesday night “Pizza Party”
- Instructional materials
- Classes at The Inn at Virginia Tech and Skelton Conference Center

The only dinner included is the Wednesday evening “Pizza Party” held on campus at the University Club. Don’t miss this opportunity to meet other operators and share your experiences. **Door prizes will be awarded! We’re planning to have our 8<sup>th</sup> Annual “Jam Session” at the Pizza Party, so bring your favorite musical instrument and join in the fun!**

On-site registration will be held from 4:00–6:00pm on Sunday (July 31 and August 7) in the Latham Foyer of The Inn at Virginia Tech and Skelton Conference Center. At this time, you will receive your materials and additional information. Orientation sessions for the respective courses begins at 9:00am at The Inn at Virginia Tech and Skelton Conference Center on Monday (August 1 and August 8). All courses end at noon on Friday.

**REFUND & CANCELLATION POLICY:** Requests for refunds will be honored when received seven calendar days prior to the program. However, another person may be substituted at any time for this program. A \$75 administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.



Purpose

The overall goal of the program is to develop more qualified operators. Participants learn about water or wastewater treatment and other relevant subject matter—e.g., applied math and chemistry. During this program, the operator is exposed to the basics which s/he must know in order to become licensed and advance through the various levels of licensure. No attempt is made to structure the short school as a direct prep school for licensure, although the benefits to those taking licensure examinations are evident.

About the Program

Gregory Boardman, Professor of Civil and Environmental Engineering at Virginia Tech, has served as director of the program since 1980. Typically, the total number of participants in water and wastewater classes each year is approximately 200. Obviously, a program of this size requires considerable effort on the part of many individuals. The program is hosted by Continuing and Professional Education personnel who are involved in all aspects of the program.

The overall Virginia Tech Short School team consists of Dr. Boardman, Continuing and Professional Education personnel, about 80 instructors, and the following people who play lead roles in offering the various courses.

Coordinator	Affiliation	Short Courses
Mark Anderson	VDH	Water 1-3
Wayne Staples Jason Spicer	DEQ	Wastewater 1-4
John Aulbach	VDH	Small Onsite Wastewater Systems

Overall Short Course Offerings

Course Level/Year	Audience	Description
1	Water/Wastewater	Introductory; helps with Class VI-III licensing
2	Water/Wastewater	Intermediate; helps with Class III-II licensing
3	Water/Wastewater	Advanced; helps with Class II-I licensing
4	Wastewater only	Advanced; helps with Class II-I wastewater licensing and covers selected supervisory issues
NEW! Onsite Small Systems	Wastewater only	Introductory; helps with licensing for operation of the small, onsite systems

The program is divided into eight short courses—three water classes and five wastewater classes. Each course requires one week to complete. The first level or first year in each area, water or wastewater, is designed to be introductory. A person need not have any prior training or experience to enroll in the first year class. Additionally, the person need not have a job at a treatment plant to enroll. One of the goals of the program is to bring more people to the field of plant operations. Another very important goal is to enhance the understanding, awareness and abilities of practicing operators and those who aspire to become operators.

The program is not designed to simply “teach to” the operator licensing exams, although it is immediately obvious to participants that the material being presented will help them pass licensing exams. The material in the various classes is very applied and practical. Included among the instructors in the program are DEQ and VDH employees, plant operators, industrial personnel, employees of firms working in the field, and Virginia Tech faculty.

NEW! Onsite Wastewater Operator Training Short Course

In cooperation with the Virginia Department of Health Office of Environmental Health Services a new short course for wastewater works operators is offered in 2011. The course is intended for currently licensed wastewater operators to set a foundation for potential licensure as an alternative onsite sewage system operator. The course reviews wastewater characteristics, biology, chemistry, flow calculations, safety, and ethics with emphasis on the uniqueness of onsite systems. Course material specific to onsite wastewater will include regulations and policies, conventional and alternative treatment methods, collection, conveyance, pumps and controls, dispersal and disposal methods, and maintenance.

Wastewater 4 Highlights

The Wastewater 4 Short Course was developed in response to evaluations from participants and instructors in Wastewater Short Courses 1-3. The topics covered in Wastewater 4 are either not included in Wastewater 1-3 or are designed to supplement the material of the other three courses. Wastewater 4 information will prove very useful for people who are (or will be) in supervisory roles and/or are responsible for the management of plant operations; e.g., designing, implementing, and/or maintaining plans for energy conservation, emergency preparedness, safety, solids disposal, etc.

Major Topics

- Plant Optimization
- Emergency Action Plans
- Hazardous Materials Handling and Reporting
- Advanced Safety Programs
- Security Measures
- Biosolids Management
- Composting
- Pretreatment



Participants should bring calculators to class.

Continuing Education Units

A certificate and 3.0 Continuing Education Units are awarded for the successful completion of each course. Successful completion of a course is based on attendance and passing an exam which is given on the last day of the program.

For More Information

For further information about program content, please contact Dr. Gregory Boardman, phone (540) 231-1376, fax (540) 231-7916, or e-mail gboard@vt.edu. For more information about registration costs and procedures, contact Ms. Liz Wade Fillman, phone (540) 231-9087, fax (540) 231-9886, or e-mail elwade1@vt.edu.

Virginia Tech does not discriminate against employees, students, or applicants for admission or employment on the basis of race, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Equal Opportunity/Affirmative Action Office. If you are a person with a disability and require any auxiliary aids, services, or other accommodations for these short courses, please discuss your accommodation needs with Liz Fillman at (540) 231-9087 or TDD 1 (800) 828-1120 by two weeks prior to the course.

VT/170/0311/4.6M/101637

Course Desired (Subject to Short School Staff Approval):

Water Treatment, July 31–Aug. 5 ☐ 1 ☐ 2 ☐ 3

Wastewater Treatment, Aug. 7–12 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Onsite Systems

Please print or type—complete a separate form for each participant. Or you may register online: [www.cpe.vt.edu/wwplant/](http://www.cpe.vt.edu/wwplant/)

Name

Name of roommate if you select double occupancy (required before registration is processed)

Title

Organization

\*Organization's FID Number

Address

CityStateZip

Daytime Phone Number

Fax Number

Signature

Supervisor's Name

Supervisor's Phone Number

Fees: (check plan desired and enclose appropriate remittance)

☐ \$849 per person—Double occupancy (2 operators sharing a room at the IVTSCC and the Modified Meeting Package). Name of roommate is REQUIRED (see above) before registration is processed.

☐ \$949 per person—Double occupancy IF POSTMARKED/FAXED AFTER JULY 2.

☐ \$999 per person—Single occupancy (1 operator staying at the IVTSCC and the Modified Meeting Package).

☐ \$1,099 per person—Single occupancy IF POSTMARKED/FAXED AFTER JULY 2.

☐ \$589 per person—Commuter (includes Mon.–Thurs. luncheons, Wed. Pizza Party, daily refreshment breaks and instructional materials).

☐ \$689 per commuter IF POSTMARKED/FAXED AFTER JULY 2.

Method of Payment: Registrations will be processed when payment is received.

☐ Check enclosed. Make payable to: Treasurer, Virginia Tech CE

☐ Credit Card: ☐ MasterCard ☐ VISA ☐ American Express

Credit Card Number

Expiration Date

Name of Cardholder

Return by July 2, 2011 to (no staples, tape, or paper clips please):

Conference Registrar, Continuing and Professional Education  
702 University City Blvd, Virginia Tech, Mail Code 0272, Blacksburg, Virginia 24061

Fax (credit card registrations only): (540) 231-3306

\*Required to process a refund payable to any company, agency, or government.

The information you provide is subject to the Freedom of Information Act guidelines.

FOR OFFICE USE ONLY

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CHK#: \_\_\_\_\_

DPST: \_\_\_\_\_

DATE: \_\_\_\_\_